



## HRS 103-50 DOCUMENT TRANSMITTAL FORM

The Department/Agency or Design Consultant submitting plans under §103-50, HRS must complete and submit this form with the construction documents to:

**Disability and Communication Access Board**  
**919 Ala Moana Boulevard, Room 101, Honolulu, Hawaii, 96814**  
**Phone: 586-8121 (V/TTY) FAX: 586-8129**  
**<http://www.hawaii.gov/health/dcab>**

ATTENTION:

\_\_\_\_\_  
(DCAB staff name, only if resubmittal) Date: \_\_\_\_\_

Submission stage: ☐ New submission ☐ Resubmittal (This form is required for all submittals)  
Who is submitting? ☐ Department/Agency ☐ Design Consultant  
Items submitted: ☐ Drawing prints, specify number of sheets: \_\_\_\_\_  
☐ Specifications  
☐ Other, please specify: \_\_\_\_\_

DCAB #: \_\_\_\_\_ (Refer to previous review if this is a resubmittal)

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_ Island: \_\_\_\_\_  
Agency Project #: \_\_\_\_\_ TMK: \_\_\_\_\_

Estimated Construction Cost: \_\_\_\_\_

**Plan Review Fee:** \_\_\_\_\_  
(See page 2 for instructions on how to calculate the plan review fee.)

**Please check ALL items that apply:**

- ☐ Infrastructure project (max. review fee of \$3,000.00)  
☐ Project managed by a private nonprofit entity (max. review fee of \$3,000.00)  
☐ Project with no elements subject to accessibility guidelines (review fee of \$50.00)  
☐ Use of State or county funds or federal funds administered by the State or county  
☐ State ☐ County  
☐ House State or county programs, services, activities accessed by the public  
☐ State ☐ County  
☐ Title III places of public accommodation or commercial facilities constructed on State or county land  
☐ State ☐ County  
☐ Constructed on lands to be transferred to State or county upon completion of construction  
☐ State ☐ County

**NOTE: Fill in ALL information below for both State or County Department/Agency and Design Firm/Consultant**

Contact Person: \_\_\_\_\_  
State or County Department/Agency: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Design Firm/Consultant: \_\_\_\_\_  
Address, City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Project Type: ☐ New ☐ Addition ☐ Alteration ☐ Transition Plan  
☐ ABR Project ☐ Leased Site ☐ Historic Site ☐ Per Legal Settlement

Comments: \_\_\_\_\_

**BELOW THIS BOX FOR DISABILITY AND COMMUNICATION ACCESS BOARD USE ONLY**

Review Date: \_\_\_\_\_ Turnaround Days: \_\_\_\_\_ Action Taken Code: \_\_\_\_\_

On or after January 1, 2013, the plan review fee must be provided with the initial submittal of the project plans and specifications. The plan review fee is a one-time fee that covers the project's initial plan review and subsequent resubmittals, unless the project scope of work changes significantly. Payment must be made by check. Make checks payable to: **Disability and Communication Access Board.**

The department/agency or design firm/consultant must determine the estimated construction cost. The estimated construction cost shall be based on the entire project scope of work that is covered under Section 103-50, Hawaii Revised Statutes (HRS §103-50). If the entire project scope of work is covered under HRS §103-50, then the estimated construction cost is based on the entire project. If a portion of the project scope of work is covered under HRS §103-50, then the estimated construction cost is based on the portion of the project covered under HRS §103-50.

The plan review fee shall be four-tenths of one percent (0.004) for the first \$500,000 of the estimated construction cost plus two-tenths of one percent (0.002) of the estimated construction costs greater than \$500,000 up to and including \$2,000,000 plus two one-hundredths of one percent (0.0002) of the estimated construction costs over \$2,000,000 except as follows:

- (1) The minimum review fee for plans and specifications subject to accessibility guidelines is \$200;
- (2) DCAB may limit the maximum review fee for plans and specifications for infrastructure projects or projects managed by private nonprofit entities to \$3,000; and
- (3) There is a \$50 review fee for projects with plans and specifications that do not reflect any elements subject to accessibility guidelines.

Examples of calculating the plan review fee:

Estimated construction cost =	\$250,000
$0.004 \times \$250,000$	= \$1,000
<b>Plan review fee</b>	<b>= \$1,000</b>

Estimated construction cost =	\$1,500,000
$0.004 \times \$500,000$	= \$2,000
$0.002 \times \$1,000,000$	= \$2,000
<b>Plan review fee</b>	<b>= \$4,000</b>

Estimated construction cost =	\$5,000,000
$0.004 \times \$500,000$	= \$2,000
$0.002 \times \$1,500,000$	= \$3,000
$0.0002 \times \$3,000,000$	= \$600
<b>Plan review fee</b>	<b>= \$5,600</b>

Infrastructure projects include water, drainage, sewer, waste disposal and treatment systems, roads, and street lighting projects with minimal work to accessible elements and spaces. Projects with significant work to accessible elements and spaces are not infrastructure projects (e.g., projects to improve sidewalks and curb ramps in the public right-of-way and projects to alter office and common use spaces at a wastewater treatment plant).

Projects managed by nonprofit entities include, but are not limited to, projects that receive state or county funds or federal funds administered by the state or county that are used for the design and/or construction of a building, facility, or site.

Projects with plans and specifications that do not reflect any elements subject to accessibility guidelines are projects where all work is exempt from accessibility guidelines or projects that do not include work that affects accessible spaces or elements (e.g., machinery equipment repair or reroofing).

If a project appears to be exempt from the full plan review fee, the department/agency or design firm/consultant should coordinate with DCAB prior to the initial submittal to confirm the appropriate plan review fee.